

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE  
Fort Jackson, South Carolina 29207-7065

REGULATION  
NO. 672-8

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INSTRUCTOR AWARDS

		Paragraph	Page
Chapter 1	GENERAL		
	Purpose	1-1	1-1
	Applicability	1-2	1-1
	Scope	1-3	1-1
	Definitions	1-4	1-1
Chapter 2	AWARD OF ASI AND SQI		
	General	2-1	2-1
	Eligibility Criteria	2-2	2-1
	Responsibilities	2-3	2-2
Chapter 3	SCHOOL/ACADEMY/DEPARTMENT INSTRUCTOR AWARDS		
	General	3-1	3-1
	Eligibility Criteria	3-2	3-1
	Recognition and Awards	3-3	3-1
	Responsibilities	3-4	3-1
Chapter 4	USASSI OFFICER INSTRUCTOR OF THE QUARTER AWARD		
	General	4-1	4-1
	Eligibility Criteria	4-2	4-1
	Procedures for Nomination	4-3	4-1
	Evaluation Criteria	4-4	4-1
	Recognition and Awards	4-5	4-2
	Responsibilities	4-6	4-2
Chapter 5	USASSI NONCOMMISSIONED OFFICER INSTRUCTOR OF THE QUARTER AWARD		
	General	5-1	5-1
	Eligibility Criteria	5-2	5-1
	Procedures for Nomination	5-3	5-1
	Evaluation Criteria	5-4	5-1
	Recognition and Awards	5-5	5-2
	Responsibilities	5-6	5-2

\* This regulation supersedes SSC Reg 672-8, 8 October 1989:  
Decorations, Awards, and Honors - Instructor Awards

	Paragraph	Page
Chapter 6	USASSI CIVILIAN INSTRUCTOR OF THE QUARTER AWARD	
	General	6-1
	Eligibility Criteria	6-2
	Procedures for Nomination	6-3
	Evaluation Criteria	6-4
	Recognition and Awards	6-5
	Responsibilities	6-6
Chapter 7	USASSI OFFICER INSTRUCTOR OF THE YEAR AWARD	
	General	7-1
	Eligibility Criteria	7-2
	Evaluation Criteria	7-3
	Recognition and Awards	7-4
	Responsibilities	7-5
Chapter 8	USASSI NONCOMMISSIONED OFFICER INSTRUCTOR OF THE YEAR AWARD	
	General	8-1
	Eligibility Criteria	8-2
	Evaluation Criteria	8-3
	Recognition and Awards	8-4
	Responsibilities	8-5
Chapter 9	USASSI CIVILIAN INSTRUCTOR OF THE YEAR AWARD	
	General	9-1
	Eligibility Criteria	9-2
	Procedures for Nomination	9-3
	Evaluation Criteria	9-4
	Recognition and Awards	9-5

## APPENDICES

- A. Instructor Evaluation Sheet
- B. Developer ASI/SQI Request Format
- C. Nomination Format

## Chapter 1

## INTRODUCTION

1-1. PURPOSE. To establish policies, procedures, and responsibilities governing the conduct and administration of the award of additional skill identifiers (ASI) and special qualification identifiers (SQI) and the United States Army Soldier Support Institute (USASSI) instructor special awards program.

1-2. APPLICABILITY. This regulation applies to all military and civilian personnel performing instructor duties within USASSI.

1-3. SCOPE. This regulation describes the procedures for two separate actions. The first action pertains to the award (only to military personnel) of ASI and SQI. The second action involves the nomination, selection, and recognition of outstanding instructors, both military and civilian, from USASSI schools, academy, and training departments. Continuous evaluation of instructors is encouraged to maintain quality standards in the certification and awards programs. Appendix A of this regulation contains instructions on how to complete FJ Form 350-100-31 (Apr 95), the Instructor Evaluation Form. The Directorate of Training Support. Staff and Faculty Development element monitors the evaluation of instruction for these two programs to ensure ongoing compliance with instructor evaluation standards.

1-4. DEFINITIONS.

a. School instructor evaluator. A person within the school, academy, or department whom the commandant or director has tasked to evaluate instructors. To qualify as an evaluator, the person must complete the Staff and Faculty Development Training Course (SFDTC) or the Middle Managers Course.

b. USASSI instructor evaluation board. A committee appointed by the Director, Training Support (DOTS) which evaluates the candidates for USASSI Instructor of the Year.

c. Additional skill identifier (ASI). The identification of specific skills required to perform in a given duty position and not related to any particular specialty. The ASI relative to this regulation applies to officers only. For example, "5K" means instructor, and "7Q" means training developer.

d. Classroom - Any place where programmed training/instruction is conducted.

e. DOTS - Directorate of Training Support.

f. Special qualification identifier (SQI). A single alphabetic or numeric character that denotes a special qualification held by a person or required by a position. For example, "H" means instructor for enlisted personnel, "2" means training developer for enlisted personnel, and "8" means instructor for warrant officers.

g. C-07 Roster. Unit Manning Report. This personnel report helps determine whether or not enlisted personnel are being properly utilized. It contains position line numbers, MOS required for the position, and the name of the soldier filling that position.

h. Instructor Evaluation Workshop. A workshop that the DOTS Staff and Faculty Development element offers. Participants learn how to complete FJ Form 350-100-31 (Apr 95) to evaluate instructors and instruction.

## Chapter 2

## AWARD OF ASI AND SQI

2-1. GENERAL. The required publications and related information for awarding the ASI/SQI are AR 600-200, AR 611-101, AR 611-112, and AR 611-201.

a. ASIs apply to officers only. They are "5K" for instructors and "7Q" for training developers.

b. SQIs of "H" for instructors and "2" for training developers are for enlisted personnel.

c. SQI "8" for instructors applies to warrant officers.

d. There is no training developer identifier for warrant officers.

2-2. ELIGIBILITY CRITERIA. The individual must meet the following qualifications in order to receive the award of instructor or training developer identifier (ASI/SQI).

a. Officers, warrant officers and enlisted soldiers may be recommended for award of the instructor identifier after meeting all of the following requirements.

(1) Satisfactorily complete the Staff and Faculty Development Training Course (SFDTC).

(2) Be assigned to an instructor position and actively engaged in conducting programmed instruction/training.

(3) Receive a satisfactory instructor evaluation by the first-line supervisor. This evaluation is to be done within 90 days after the instructor has satisfactorily completed the SFDTC. The evaluator will use and record the results of the evaluation on FJ Form 350-100-31 (Apr 95). Note: Emphasis should be on technical competence. However, school commandant may request evaluation by a DOTS Staff and Faculty Development element staff member in lieu of the first-line supervisor if other than technical competence is in question. Approval of such request will be dependent upon Staff and Faculty Development element workload requirements.

b. There is no specific instructor identifier for civilian instructors other than an approved job description.

c. Officers and enlisted soldiers may be recommended for the award of the training developer identifier --

(1) After completing the SFDTC and working in a developer position for six months; or,

(2) May be recommended to receive the identifier after completing an approved course in functional training development.

d. There is no specific training developer identifier for civilian training developers other than an approved job description.

e. Instructors who spend 50 percent or more of their duty time developing training products are eligible for both instructor and training developer identifiers.

## 2-3. RESPONSIBILITIES

a. The school/academy commandant or department director does the following:

(1) Ensures that students complete in-processing prior to attending the SFDTC.

(2) Notifies DOTS Staff and Faculty Development element by telephone or memorandum to enroll students in the SFDTC.

(3) Enrolls all new instructors and training developers in the SFDTC prior to teaching or developing.

(4) Ensures that the supervisor or qualified representative of each student taking the SFDTC evaluates the student's final presentation. A qualified representative must have successfully completed the SFDTC prior to assuming duties as an evaluator.

(5) Prepares and forwards to DOTS Staff and Faculty Development element for endorsement recommendations for awarding the appropriate ASI or SQI. Recommendation for awarding the appropriate instructor ASI/SQI must be accompanied by the completed instructor evaluation form, FJ Form 350-100-31 (Apr 95). Recommendation for awarding the appropriate training developer ASI/SQI must be accompanied by a written narrative specifying the amount of time the person spends developing materials and the specific products for which the person is responsible. Appendix B contains the format for this request.

(6) Evaluates civilian instructors using the same criteria as for military instructors. Forwards completed instructor evaluation form, FJ Form 350-100-31 (Apr 95) to DOTS Staff and Faculty Development element to be included as part of the overall instructor certification program.

(7) Requests in writing DOTS Staff and Faculty Development element assistance for instructor evaluation. The request needs to specify the reason.

b. The DOTS Staff and Faculty Development element does the following:

(1) Provides a schedule of the SFDTC to all schools, departments, and the academy.

(2) Registers students into the SFDTC.

(3) Conducts the SFDTC.

(4) Prepares certificates of training for SFDTC graduates.

(5) Maintains a suspense file to ensure that all actions associated with instructor and training developer certification are completed in a timely manner.

(6) Distributes copies of certificates in accordance with Staff and Faculty Development element SOP.

(7) Forwards, after verification of training and supervisor evaluation by endorsement, recommendations for awarding the ASI/SQI identifier to Military Personnel Division.

(8) Requests PAC/TSB S-1 to process certifying memorandum according to AR 600-200.

(9) Maintains a historical file on persons who qualify for the ASI/SQI and instructor certification actions.

(10) Performs instructor evaluation as an adjunct to supervisor evaluation upon receipt of written request from a school or academy commandant or department director.

(11) Provides the school/academy commandant with documentation to support recommending withdrawal of instructor identifier when necessary and justified.

Chapter 3

SCHOOL/ACADEMY/DEPARTMENT INSTRUCTOR AWARDS

3-1. GENERAL. Awards within the schools/academy/department are not mandatory. The intent of the program is to give school/academy commandants and department directors a way to recognize and reward outstanding performance on a timely basis. The awards should be based upon actual evaluation of classroom instruction and should be presented to a person who demonstrates both effective instruction and outstanding teaching techniques. Each school/academy/department may develop its own awards program. Awards may recognize instructors of the month, quarter, and/or year. Also, each school/academy/department may develop its own evaluative criteria. However, use of the instructor evaluation form (FJ Form 350-100-31 (Apr 95)) in Appendix A is recommended.

3-2. ELIGIBILITY CRITERIA. To be eligible to compete for an award within the school, academy, or department, an instructor must meet the following criteria:

- a. Completion of the SFDTC.
- b. Assignment to and performance in an instructor position in the school/academy/department for at least 6 months after completion of the SFDTC.
- c. Possession of the appropriate ASI/SQI (military only).
- d. Compliance with the provisions of AR 600-9, The Army Weight Control Program (military only).
- e. Passing score on most recent Army Physical Fitness Test (APFT) unless the person has an official profile (military only).
- f. No pending disciplinary action.

3-3. RECOGNITION AND AWARDS. School/academy commandants and department directors may initiate their own appropriate recognition, awards, and publicity.

3-4. RESPONSIBILITIES

a. School/academy commandants and department directors will do the following:

- (1) Establish an awards program.
- (2) Establish selection criteria.
- (3) Verify instructor eligibility.



- (4) Appoint qualified instructor evaluators.
- (5) Monitor classroom evaluations.
- (6) Select award winners.
- (7) Establish appropriate recognition.

b. The DOTS Staff and Faculty Development element does the following:

- (1) Provides instructor evaluation training for persons selected to be school instructor evaluators.
- (2) Provides assistance to schools/academy/departments in setting up their awards programs.

CHAPTER 4

USASSI OFFICER INSTRUCTOR OF THE QUARTER AWARD

4-1. GENERAL. The purpose of the USASSI Officer Instructor of the Quarter award is to promote and reward quality instruction within USASSI. Participation in the program is not mandatory. The USASSI Officer Instructor of the Quarter award is the second highest award a person can receive as a USASSI instructor. The recipient of this award is the most effective officer instructor for the quarter.

4-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI Officer Instructor of the Quarter, a person must meet the following criteria:

- a. Be a commissioned or warrant officer.
- b. Complete the SFDTC.
- c. Serve in an instructor position in the school or department for at least 6 months after completion of the SFDTC.
- d. Possess the appropriate ASI/SQI.
- e. Comply with the provisions of AR 600-9, The Army Weight Control Program.
- f. Receive a passing score on most recent Army Physical Fitness Test (APFT) unless the person has an official profile.
- g. Be under no pending disciplinary action.

4-3. PROCEDURES FOR NOMINATION. Each participating school or department must submit in writing to the DOTS Staff and Faculty Development element its candidate, following the format in Appendix C, by the last day of the first month of each quarter (January, April, July, October). Each school or department may nominate one officer candidate for each 20 officer instructors assigned or fraction thereof.

4-4. EVALUATION CRITERIA.

- a. Two or more staff members from the DOTS Staff and Faculty Development Element will perform an evaluation of each nominee simultaneously and independently.
- b. Evaluations will take place in the classroom.
- c. The evaluators will use FJ Form 350-100-31 (Apr 95) (Appendix A).

#### 4-5. RECOGNITION AND AWARDS.

a. The USASSI Officer Instructor of the Quarter will receive the following:

- (1) A letter of commendation from the Director, DOTS.
- (2) Publicity in the post newspaper.
- (3) A plaque.

b. Other agencies or activities may provide incentives and awards in addition to those listed above.

c. The recognition and awards in a(1), (2), and (3) outlined above represent the minimum standards. School commandants and department directors may initiate additional recognition and awards if they wish.

#### 4-6. RESPONSIBILITIES.

a. School commandants and department directors must do the following:

- (1) Verify instructor eligibility.
- (2) Submit a memorandum of nomination to DOTS Staff and Faculty Development element in accordance with Appendix C by the last day of the first month of each quarter (January, April, July, October).
- (3) Schedule nominees for evaluation by DOTS Staff and Faculty Development Element staff members.

b. The DOTS Staff and Faculty Development Element does the following:

- (1) Appoints evaluators.
- (2) Coordinates the evaluation of the classroom instruction of all the nominees for USASSI Officer Instructor of the Quarter.
- (3) Tabulates scores from FJ Form 350-100-31 (Apr 95) and determines the winner.
- (4) Notifies the following people of the selection:
  - (a) School/academy commandants and department directors.

(b) Director, Training Support.

(5) Prepares and forwards a letter of commendation for the signature of the Director, DOTS.

(6) Prepares letters of recognition for all nominees; forwards these letters to the Director, Training Support for signature.

(7) Sends a memorandum to the Public Affairs Officer, announcing the recipient, to publicize the award.

(8) Maintains a historical file to support the award.

(9) Obtains an engraved plaque for the recipient.

c. The Public Affairs Officer arranges for publicity announcing the recipient of the award in the post newspaper.

d. The Director, Training Support signs the letters of recognition for all nominees.

## CHAPTER 5

## USASSI NONCOMMISSIONED INSTRUCTOR OF THE QUARTER AWARD

5-1. GENERAL. The purpose of the USASSI Noncommissioned Officer (NCO) Instructor of the Quarter award is to promote and reward quality instruction within USASSI. Participation in the program is not mandatory. The USASSI NCO Instructor of the Quarter award is the second highest award a person can receive as a USASSI instructor. The recipient of this award is the most effective NCO instructor for the quarter.

5-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI NCO Instructor of the Quarter, a person must meet the following criteria:

- a. Be a noncommissioned officer.
- b. Complete the SFDTTC.
- c. Serve in an instructor position in the school/academy/department for at least 6 months after completion of the SFDTTC.
- d. Possess the appropriate ASI/SQI.
- e. Comply with the provisions of AR 600-9, The Army Weight Control Program.
- f. Receive a passing score on the most recent Army Physical Fitness Test (APFT) unless the person has an official profile.
- g. Be under no pending disciplinary action.

5-3. PROCEDURES FOR NOMINATION. Each participating school/academy/department must submit in writing to the DOTS Staff and Faculty Development element its candidate, following the format in Appendix C, by the last day of the first month of each quarter (January, April, July, October). Each school or department may nominate one NCO candidate for each 20 NCO instructors assigned or fraction thereof.

5-4. EVALUATION CRITERIA.

- a. Two or more staff members from the DOTS Staff and Faculty Development Element will perform an evaluation of each nominee simultaneously and independently.
- b. Evaluations will take place in the classroom.

c. The evaluators will use FJ Form 350-100-31 (Apr 95) (Appendix A).

5-5. RECOGNITION AND AWARDS.

a. The USASSI NCO Instructor of the Quarter receives the following:

- (1) A letter of commendation from the Director, DOTS.
- (2) Publicity in the post newspaper.
- (3) A plaque.

b. Other agencies or activities may provide incentives and awards in addition to those listed above.

c. The recognition and awards in a(1), (2), and (3) outlined above represent the minimum standards. School/academy commandants and department directors may initiate additional recognition and awards if they wish.

5-6. RESPONSIBILITIES.

a. School/academy commandants and department directors must do the following:

- (1) Verify instructor eligibility.
- (2) Submit a memorandum of nomination to DOTS Staff and Faculty Development element in accordance with Appendix C by the last day of the first month of each quarter (January, April, July, October).

(3) Schedule nominees for evaluation by DOTS Staff and Faculty Development Element staff members.

b. The DOTS Staff and Faculty Development element does the following:

- (1) Appoints evaluators.
- (2) Coordinates the evaluation of the classroom instruction of all the nominees for USASSI NCO Instructor of the Quarter.
- (3) Tabulates scores from FJ Form 350-100-31 (Apr 95) and determines the winner.
- (4) Notifies the following people of the selection:

- (a) School/academy commandants and department directors.
- (b) Director, Training Support.
- (5) Prepares and forwards a letter of commendation for the signature of the Director, Training Support.
- (6) Prepares letters of recognition for all nominees; forwards these letters to the Director, Training Support, for signature.
- (7) Sends a memorandum to the Public Affairs Officer, announcing the recipient, to publicize the award.
- (8) Maintains a historical file to support the award.
- (9) Obtains an engraved plaque for the recipient.
- d. The Director, Training Support, signs the letters of recognition for all nominees.

CHAPTER 6

USASSI CIVILIAN INSTRUCTOR OF THE QUARTER AWARD

6-1. GENERAL. The purpose of the USASSI Civilian Instructor of the Quarter award is to promote and reward quality instruction within USASSI. Participation in the program is not mandatory. The USASSI Civilian Instructor of the Quarter award is the second highest award a civilian can receive as a USASSI instructor. The recipient must be an exemplary instructor who serves as a role model for other instructors to emulate.

6-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI Civilian Instructor of the Quarter, a person must meet the following criteria:

- a. Complete the SFDTTC.
- b. Serve in an instructor position in the school or department for at least 6 months after successful completion of the SFDT Course.
- c. Be under no pending disciplinary action.

6-3. PROCEDURES FOR NOMINATION. Each participating school or department must submit in writing to the DOTS Staff and Faculty Development element its candidates following the format in Appendix C, by the last day of the first month of each quarter (January, April, July, October). Each school or department may nominate one civilian candidate for each 20 civilian instructors assigned or fraction thereof.

6-4. EVALUATION CRITERIA.

- a. Two or more staff members from the DOTS Staff and Faculty Development Element will perform an evaluation of each nominee simultaneously and independently.
- b. Evaluations will take place in the classroom.
- c. The evaluators will use FJ Form 350-100-31 (Apr 95) (Appendix A).

6-5. RECOGNITION AND AWARDS.

- a. The USASSI Civilian Instructor of the Quarter will receive the following:
  - (1) A letter of commendation from the Director, DOTS.
  - (2) Publicity in the post newspaper.



(3) A plaque.

b. Other agencies or activities may provide incentives and awards in addition to those listed above.

c. The recognition and awards in subparagraph a above represent the minimum standards. School/academy commandants and department directors may initiate additional recognition and awards if they wish.

#### 6-6. RESPONSIBILITIES.

a. School commandants and department directors must do the following:

(1) Verify instructor eligibility.

(2) Submit a letter of nomination to DOTS Staff and Faculty Development element in accordance with Appendix C by the last day of the first month of each quarter (January, April, July, October).

(2) Coordinate scheduling of candidates for evaluation by the DOTS Staff and Faculty Development element evaluators.

b. The DOTS Staff and Faculty Development element does the following:

(1) Appoints evaluators.

(2) Coordinates the scheduling of evaluation of all candidates with school commandants and department directors.

(3) Tabulates scores from FJ Form 350-100-31 (Apr 95) and determines the winner.

(4) Notifies the following people of the selection in writing:

(a) Commander, SSI.

(b) School commandants.

(c) Director, Training Support.

(6) Prepares and forwards a letter of commendation for the signature of the Director, Training Support.

(7) Prepares letters of recognition for all nominees for signature by the Director, Training Support

(8) Maintains a historical file to support the award.

(9) Forwards copies of the letter of commendation to the Civilian Personnel Officer for posting in the individual's personnel file.

(10) Obtains an engraved plaque for the recipient.

(11) Sends a memorandum to the Public Affairs Officer announcing the recipient and requesting publicity in the post newspaper and local publications.

c. The USASSI Operations Officer will provide funding support for the awards.

## Chapter 7

## USASSI OFFICER INSTRUCTOR OF THE YEAR

7-1. GENERAL. Participation in the USASSI Officer Instructor of the Year program is not mandatory. The USASSI Officer Instructor of the Year award is the highest award a person can receive as a USASSI instructor. The recipient must be an exemplary instructor who serves as a role model for other instructors to emulate.

7-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI Officer Instructor of the Year, a person must meet the following criteria:

a. Be a USASSI Officer Instructor of the Quarter for one of the four quarters of the calendar year in consideration.

b. Meet the eligibility criteria listed in paragraph 4-2.

7-3. EVALUATION CRITERIA.

a. The USASSI instructor evaluation board conducts an evaluation of each candidate in the classroom.

b. The USASSI instructor evaluation board conducts its evaluations simultaneously and independently. The evaluators must use FJ Form 350-100-31 (Apr 95) (Appendix A).

7-4. RECOGNITION AND AWARDS.

a. The USASSI Officer Instructor of the Year receives the following:

- (1) Recommendation for appropriate award.
- (2) Release from all USASSI duty rosters for 90 days.
- (3) A reserved parking space for a year at his/her place of duty.
- (4) Publicity in the post and local newspapers.
- (5) A plaque.
- (6) Placement of name on a permanent plaque.
- (7) Letter of commendation from the Commander, SSI.

b. The USASSI Officer Instructor of the Year represents the U.S. Army Soldier Support Institute in the TRADOC Officer Instructor of the Year award.

c. Other agencies or activities may provide incentives and awards in addition to those listed above.

d. The recognition and awards in a(1) through a(7) above represent the minimum standards. School commandants and department directors may initiate additional recognition and awards if they wish.

#### 7-5. RESPONSIBILITIES.

a. School commandants and department directors must do the following:

(1) Verify instructor eligibility.

(2) Coordinate scheduling of candidates for evaluation by the USASSI instructor evaluation board.

b. The DOTS Staff and Faculty Development element does the following:

(1) Coordinates the scheduling of evaluation of all candidates with school academy commandants and department directors.

(2) Coordinates the activities of the USASSI instructor evaluation board.

(3) Tabulates scores from FJ Form 350-100-31 (Apr 95) and determines the winner.

(4) Notifies the following officers of the selection in writing:

(a) School commandants and department directors.

(b) SSI Operations Officer.

(c) Director, Training Support.

(d) Commander, SSI.

(5) Prepares and forwards DA Form 638 (Recommendation for Award) to the approval authority in accordance with AR 600-8-22.

(6) Prepares and forwards a letter of commendation for the USASSI Commander's signature.

(7) Coordinates arrangements with the Protocol Officer for the award ceremony.

(8) Coordinates with the Public Affairs Officer for publicity coverage of the award ceremony.

(9) Maintains a historical file to support the award.

(10) Coordinates with the appropriate offices for removal of the recipient from duty rosters for 90 days.

(11) Ensures that the recipient's name is inscribed on a permanent plaque to be displayed at USASSI.

(12) Obtains an engraved plaque for the recipient.

(13) Serves as point of contact for the TRADOC Instructor of the Year awards.

(14) Submits nomination packets to TRADOC for the TRADOC Instructor of the Year awards.

d. The Operations Officer, USASSI, will provide funding support for the awards ceremony.

e. The Public Affairs Officer arranges for publicity and photographs covering the awards ceremony.

f. The Protocol Officer assists the DOTS Staff and Faculty Development element in conducting the awards ceremony.

g. The Director, Training Support, serves on or appoints a qualified representative to serve on the instructor evaluation board.

h. The Commander, SSI, does the following:

(1) Approves or disapproves the recommendation for appropriate award and presents the award to the recipient.

(2) Signs the letter of commendation and presents it to the recipient.

Chapter 8

USASSI NONCOMMISSIONED OFFICER INSTRUCTOR OF THE YEAR

8-1. GENERAL. Participation in the USASSI Noncommissioned Officer (NCO) Instructor of the Year program is not mandatory. The USASSI NCO Instructor of the Year award is the highest award a person can receive as a USASSI instructor. The recipient must be an exemplary instructor who serves as a role model for other instructors to emulate.

8-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI NCO Instructor of the Year, a person must meet the following criteria:

a. Be a USASSI NCO Instructor of the Quarter for one of the four quarters of the calendar year in consideration.

b. Meet the eligibility criteria listed in paragraph 5-2.

8-3. EVALUATION CRITERIA.

a. The USASSI instructor evaluation board conducts an evaluation of each candidate in the classroom.

b. The USASSI instructor evaluation board conducts its evaluations simultaneously and independently. The evaluators will use FJ Form 350-100-31 (Apr 95) (Appendix A).

8-4. RECOGNITION AND AWARDS.

a. The USASSI NCO Instructor of the Year receives the following:

- (1) Recommendation for an appropriate award.
- (2) Release from USASSI duty rosters for 90 days.
- (3) A reserved parking space for a year at his/her place of duty.
- (4) Publicity in the post and local newspapers.
- (5) A plaque.
- (6) Placement of name on a permanent plaque.
- (7) Letter of commendation from the Commander, SSI.

b. The USASSI NCO Instructor of the Year represents the U.S. Army Soldier Support Institute in the TRADOC NCO Instructor of the Year award competition.

c. Other agencies or activities may provide incentives and awards in addition to those listed above.

d. The recognition and awards in a(1) through a(7) above represent the minimum standards. School and academy commandants and department directors may initiate additional recognition and awards if they wish.

#### 8-5. RESPONSIBILITIES.

a. School/academy commandants and department directors must do the following:

(1) Verify instructor eligibility.

(2) Coordinate scheduling of candidates for evaluation by the USASSI instructor evaluation board.

b. The DOTS Staff and Faculty Development element does the following:

(1) Coordinates the scheduling of evaluation of all candidates with school and academy commandants and department directors.

(2) Coordinates the activities of the USASSI instructor evaluation board.

(3) Tabulates scores from instructor evaluation sheets and determines the winner.

(4) Notifies the following of the selection in writing:

(a) School/academy commandants and department directors.

(b) Director, Training Support.

(c) USASSI Operations Officer.

(d) Commander, SSI.

(5) Prepares and forwards DA Form 638 (Recommendation for Award) to the approval authority in accordance with AR 600-8-22.

(6) Prepares and forwards a letter of commendation for the Commander's signature.

(7) Coordinates arrangements with the Protocol Officer for the award ceremony.

(8) Coordinates with the Public Affairs Officer for publicity coverage of the award ceremony.

(9) Maintains a historical file to support the award.

(10) Coordinates with the appropriate offices for removal of the recipient from duty rosters for 90 days.

(11) Ensures that the recipient's name is inscribed on a permanent plaque to be displayed at USASSI.

(12) Obtains an engraved plaque for the recipient.

(13) Serves as point of contact for the TRADOC Instructor of the Year awards.

(14) Submits nomination packets to TRADOC for the TRADOC Instructor of the Year awards.

c. USASSI Operations Officer will provide funding support for the awards ceremony.

d. The Public Affairs Officer arranges for publicity and photographs covering the awards ceremony.

e. The Protocol Officer assists the DOTS Staff and Faculty Development element in conducting the awards ceremony.

f. The Director, Training Support, serves on or appoints a qualified representative to serve on the instructor evaluation board.

g. The Commander, SSI, does the following:

(1) Approves or disapproves the recommendation for an award and presents the award to the recipient.

(2) Signs the letter of commendation and presents it to the recipient.



## CHAPTER 9

## USASSI CIVILIAN INSTRUCTOR OF THE YEAR AWARD

9-1. GENERAL. Participation in the USASSI Civilian Instructor of the Year program is not mandatory. The USASSI Civilian Instructor of the Year award is the highest award a civilian can receive as a USASSI instructor. The recipient must be an exemplary instructor who serves as a role model for other instructors to emulate.

9-2. ELIGIBILITY CRITERIA. To be eligible to compete for the USASSI Civilian Instructor of the Year, a person must meet the following criteria:

a. Be a USASSI Civilian Instructor of the Quarter for one of the four quarters of the calendar year in consideration

b. Meet the eligibility criteria listed in paragraph 6-2.

c. Be under no pending disciplinary action.

9-3. EVALUATION CRITERIA.

a. The USASSI instructor evaluation board conducts its evaluation of each candidate in the classroom.

b. The USASSI instructor evaluation board conducts its evaluation simultaneously and independently. The evaluators will use FJ Form 350-100-31 (Apr 95) (Appendix A).

9-4. RECOGNITION AND AWARDS.

a. The USASSI Civilian Instructor of the Year will receive the following:

- (1) Recommendation for Commander's Award.
- (2) Publicity in the post and local newspapers.
- (3) A reserved parking space for a year at his/her place of duty.
- (4) A plaque.
- (5) Placement of name on a permanent plaque.
- (6) Letter of commendation from the Commander, SSI.

b. The USASSI Civilian Instructor of the Year represents the U.S. Army Soldier Support Institute in the TRADOC Civilian Instructor of the Year award competition.

c. Other agencies or activities may provide incentives and awards in addition to those listed above.

d. The recognition and awards in a(1) through a(6) above represent the minimum standards. School commandants and department directors may initiate additional recognition and awards if they wish.

#### 9-6. RESPONSIBILITIES.

a. School commandants and department directors must do the following:

(1) Verify instructor eligibility.

(2) Coordinate scheduling of candidates for evaluation by the USASSI instructor evaluation board.

b. The DOTS Staff and Faculty Development Element does the following:

(1) Coordinates the scheduling of evaluation of all candidates with school commandants and department directors.

(2) Coordinates the activities of the USASSI instructor evaluation board.

(3) Tabulates scores from FJ Form 350-100-31 (Apr 95) and determines the winner.

(4) Notifies the following of the selection in writing:

(a) School commandants and department directors.

(b) Director, Training Support.

(c) USASSI Operations Officer.

(d) Commander, SSI.

(5) Prepares and forwards recommendation for Commanders Award to the approval authority.

(6) Prepares and forwards a letter of commendation for the Commander's signature.

(7) Coordinates arrangements with SSI and Protocol for the award ceremony.

(8) Coordinates with the Public Affairs Officer for publicity coverage of the award ceremony.

(9) Maintains a historical file to support the award.

(10) Forwards copies of the letter of commendation to the Civilian Personnel Officer for posting in the individual's personnel file.

(11) Ensures the recipient's name is inscribed on a permanent plaque to be displayed at USASSI.

(12) Obtains an engraved plaque for the recipient.

(13) Serves as point of contact for the TRADOC Civilian Instructor of the Year awards.

(14) Submits nomination packets to TRADOC for the TRADOC Civilian Instructor of the Year awards.

c. The Public Affairs Officer arranges for publicity and photographs covering the awards ceremony.

d. The Protocol Officer assists the DOTS Staff and Faculty Development element in conducting the awards ceremony.

e. The USASSI Operations Officer will provide funding support for the awards ceremony.

f. The Commander, SSI, does the following:

(1) Approves or disapproves the recommendation for award of the Commander's Award and presents the award to the recipient.

(2) Signs the letter of commendation and presents it to the recipient.

APPENDIX A

Instructor Evaluation Sheet

1. INSTRUCTOR EVALUATION. Evaluate USASSI instructors with the instructor evaluation sheet in this appendix. This sheet has five columns for ratings: (U), unsatisfactory; (BA), below average; (A), average; (AA), above average; and (S), superior.

2. PERFORMANCE EVALUATION INDEX (PEI).

a. There is a numerical value for each column: 0 for (U), 1 for (BA), 2 for (A), 3 for (AA), and 4 for (S). There are 34 criteria on the form. If there are criteria you are unable to evaluate, do not rate them.

b. Calculate the performance evaluation index (PEI) as follows:

(1) Count the number of blocks marked in the (BA) column.

(2) Multiply the number of blocks marked in the (A) column by 2.

(3) Multiply the number of blocks marked in the (AA) column by 3.

(4) Multiply the number of blocks marked in the (S) column by 4.

(5) Add the totals obtained in the above steps.

(6) Divide the sum obtained in step 5 by 34 less the number of criteria you did not rate. Calculate to the nearest two decimal places (0.00). This is the PEI.

$$PEI = \frac{BA + 2A + 3AA + 4S}{(34 - \text{number of criteria not rated})}$$

c. PEI indicates the instructor's overall performance at the time of the evaluation.

3. GUIDELINES.

a. The instructor evaluation sheet has eight major sections. Each section concerns specific criteria. You will find a description of each criterion beginning at page A-7. These descriptions are not all-inclusive. The evaluator uses his or her own judgment in categorizing observed instructor behavior or actions.

b. The evaluator should enter comments that support the ratings. Use specific comments that identify outstanding traits, actions and/or materials. Also note areas needing improvement.

c. Complete Section IX, Administration and Facilities, at the time of evaluation. This section does not influence the rating. Inform the course director of any deficiencies that need correction.

d. Make a summary statement describing the overall impression of the presentation in Section X.

INSTRUCTOR EVALUATION									
INSTRUCTOR	DATE				EVALUATOR				
	TIME START				STOP				
	DEPARTMENT/SCHOOL				COURSE				
SUBJECT									
<div>I INTRODUCTION</div> <div>A. ATTENTION. GAINS AND FOCUSES ATTENTION ON SUBJECT.</div> <div>B. MOTIVATION. POSITIVE STATEMENT. CONVINCING, REALISTIC AND RELEVANT TO JOB AND TARGET POPULATION.</div> <div>C. OBJECTIVE. STATES CONDITIONS, STUDENT ACTIONS AND STANDARDS IN CLEAR, CONCISE, STUDENT-ORIENTED TERMS.</div> <div>D. PREVIEW RELATES LESSON TO BOTH PAST AND FUTURE INSTRUCTION.</div> <div>EXAMPLE ONLY</div>									
COMMENTS									
<div>II BODY</div> <div>A. EMPHASIS OF MAIN POINTS. CLEARLY IDENTIFIES AND STRESSES MAIN POINTS FREQUENTLY. SUMMARIZES PERIODICALLY.</div> <div>B. APPROPRIATENESS OF SUPPORTING MATERIALS. ENHANCES CLARITY AND AUGMENTS EXPLANATIONS.</div> <div>C. KNOWLEDGE OF SUBJECT. ANSWERS QUESTIONS. EXPLAINS ACCURATELY. RELATES TO JOB SITUATIONS. SELDOM REFERS TO NOTES.</div> <div>D. CLARITY OF MATERIAL PRESENTED. EXPLAINS ACRONYMS AND NEW TERMS. USES VOCABULARY EASILY UNDERSTOOD BY STUDENTS. EMPLOYS EXAMPLES.</div> <div>E. EVIDENCE OF PREPARATION. ENSURES EQUIPMENT, SUPPLIES AND MATERIALS ARE READY FOR USE.</div> <div>F. OVERALL ORGANIZATION. FOLLOWS LESSON PLAN. MAKES SMOOTH TRANSITIONS.</div>									
COMMENTS									

III SUMMARY AND CONCLUSION

- A. QUESTIONS.  
SOLICITS STUDENT QUESTIONS. CLARIFIES MISUNDERSTANDINGS. ASKS CHECK QUESTIONS IF NECESSARY.
- B. SUMMARY.  
AFFIRMS STUDENT ACCOMPLISHMENT OF OBJECTIVE(S). REEMPHASIZES KEY POINTS.
- C. CLOSING STATEMENT.  
MOTIVATES STUDENTS AGAIN.

U	BA	A	AA	S

COMMENTS

IV INTERACTION WITH STUDENTS

- A. CHECK STUDENT COMPREHENSION.  
ASKS FOR QUESTIONS FREQUENTLY. IDENTIFIES STUDENT DIFFICULTIES. CLARIFIES MISUNDERSTANDINGS.
- B. STUDENT PARTICIPATION.  
FOSTERS ACTIVE AND VOLUNTARY PARTICIPATION. **EXAMPLE ONLY** ALL STUDENTS.
- C. DISCUSSION GUIDANCE.  
STIMULATES THOUGHT. CONTROLS DISCUSSION. AVOIDS PERSONAL PHILOSOPHY.
- D. QUESTIONING TECHNIQUE.  
USES CLEAR, CONCISE, PURPOSEFUL QUESTIONS THAT ARE DISTRIBUTED THROUGHOUT THE GROUP. USES APCE (ASK, PAUSE, CALL AND EVALUATE) METHOD.
- E. HANDLING STUDENT QUESTIONS.  
ENCOURAGES STUDENTS' QUESTIONS. REMAINS COMPOSED AND CONFIDENT. ANSWERS ACCURATELY, CLEARLY AND DIRECTLY.

U	BA	A	AA	S

COMMENTS

V TRAINING AIDS

- A. SKILL IN USE OF AIDS.  
DISPLAYS ORGANIZATION, GOOD MECHANICAL SKILLS, EFFECTIVE INTEGRATION AND PRESENTATION TECHNIQUES.
- B. QUALITY OF AIDS.  
SIMPLE, CONCISE, EASILY VISIBLE, NEAT, CLEAN, WORKABLE, RELATES TO OBJECTIVE(S).

U	BA	A	AA	S

COMMENTS

VI INSTRUCTOR QUALITIES		U	BA	A	AA	S
A. CONTROL OF CLASS. MAINTAINS ORDER. ENFORCES POLICIES. RESPONDS EFFECTIVELY TO NEGATIVE BEHAVIORS.						
B. HUMAN RELATIONS SKILLS. ESTABLISHES RAPPORT. LISTENS ATTENTIVELY. COMPLIMENTS GOOD WORK. AVOIDS SARCASM. REMAINS OPEN-MINDED.						
C. CONFIDENCE. RELAXED. COMPOSED, SURE-OF-SELF.						
D. ENTHUSIASM. DISPLAYS POSITIVE ATTITUDE. HAS SALESMANSHIP. MAINTAINS STUDENT INTEREST.						

COMMENTS

VII VOICE AND SPEECH TECHNIQUES		U	BA	A	AA	S
A. VOCAL CHARACTERISTICS. VARIES PITCH AND INFLECTION TO SHOW EMOTION AND EMPHASIS.						
B. VOLUME. PROJECTS VOICE FOR ALL TO HEAR.						
C. RATE OF DELIVERY. VARIES PACE. PAUSES EFFECTIVELY.						
D. PRONUNCIATION/ENUNCIATION. PRONOUNCES WORDS CLEARLY AND CORRECTLY.						
E. FLUENCY. SMOOTH DELIVERY. ARTICULATES. AVOIDS FILLERS.						
F. GRAMMAR. AVOIDS ERRORS IN ENGLISH USAGE.						

COMMENTS

VIII NON-VERBAL COMMUNICATIONS		U	BA	A	AA	S
A. EYE CONTACT. LOOKS DIRECTLY AT INDIVIDUALS. DISTRIBUTES VISUAL CONTACT OVER ENTIRE CLASS.						
B. BEARING AND POSTURE. MAINTAINS PROFESSIONAL DEMEANOR. WELL GROOMED. COMPLIES WITH ARMY WEIGHT STANDARDS.						
C. FACIAL EXPRESSION. VARIES EXPRESSION. PROJECTS CONFIDENCE AND INTEREST IN STUDENTS. SMILES WHEN APPROPRIATE.						
D. GESTURES AND MOVEMENT. USES NATURAL GESTURES AND PURPOSEFUL MOVEMENT. AVOIDS DISTRACTING MANNERISMS.						

COMMENTS



IX ADMINISTRATION AND FACILITIES

- A. THE TIME ALLOTTED FOR THIS INSTRUCTION IS (ADEQUATE) (INSUFFICIENT) (MORE THAN ADEQUATE).
- B. THE CLASSROOM ARRANGEMENTS (ARE) (ARE NOT) SATISFACTORY.
- C. THE LESSON PLAN (IS) (IS NOT) CURRENT.
- D. THE LESSON PLAN (IS) (IS NOT) IAW POLICY DIRECTIVE #7.
- E. THE METHOD USED (IS) (IS NOT) MOST EFFECTIVE IN ACHIEVING THE OBJECTIVE(S) OF THE LESSON PLAN.

NOTE: PLEASE EXPLAIN ANY NEGATIVE RESPONSE

EXAMPLE ONLY

X OVERALL IMPRESSION OF PRESENTATION PEI=

COMMENTS

U—UNACCEPTABLE BA—BELOW AVERAGE A—AVERAGE AA—ABOVE AVERAGE S—SUPERIOR

INSTRUCTOR EVALUATION

I. Introduction.

Attention:

- o Must attract attention.
- o Must relate to the subject.
- o Must be suitable for the target population.
- o Must be free of offending characteristics.
- o May use a variety of methods.

Motivation:

- o Conveys value of being able to perform the task and/or the consequences of not being able to perform the task.
- o Establishes a need.
- o Stimulates students to want to learn the task or subject.
- o Is relevant to the target population.
- o Benefits the students.
- o Is easily understood.

Objective:

- o States in clear, concise terms (student-understood language) actions, conditions, and standards of the Terminal Learning Objective.
- o Describes the important conditions under which the action is to occur.
- o Informs the students of expected performance.
- o Describes how well the student must perform.
- o Is stated in clear, specific terms.

Safety:

- o Informs students of safety factors for the lesson.
- o Makes specific safety points as appropriate during lesson.

Risk Assessment Level:

- o States risk assessment level unless level is "low."

Environmental Considerations:

- o States any factors related to protecting the environment in which students train or perform their jobs.

Evaluation:

- o Informs students how, when and where the TLO will be tested.
- o Informs students of length of test and minimum passing score.

Instructional Lead-In:

- o Tells how this block of instruction fits into the whole picture.
- o Relates task/subject to previously learned tasks and, if appropriate, future learning.

II. Body

Emphasis of Main Points:

- o Teaching points relate to objective.
- o Main points are identifiable and are stressed frequently.
- o Points identify what is important; it is easy to separate main points from supporting points.
- o Instructor summarizes periodically.

Appropriateness of Supporting Materials:

- o Media explain ideas and concepts in new and different ways.
- o Media have a definite purpose; they are not overused or incorporated just "for show."
- o Materials match the learning activity.
- o Media assist in accommodating to different learning styles.

- o Media are relevant to the objective(s) and target population.
- o Instructor refrains from apologizing for content or materials.
- o Media enhance clarity and augment explanations.

Knowledge of Subject:

- o Instructor makes minimal reference to lesson plan or teaching notes.
- o Instructor answers questions without hesitation and with accuracy.
- o Explanations are thorough and clear.
- o Instructor seldom uses the phrase "I don't know" in response to technical questions.
- o Instructor applies technical information to specific on-the-job cases.

Clarity of Materials Presented:

- o Language is appropriate to target population.
- o A minimum number of acronyms are used.
- o Acronyms that are used are fully explained.
- o Technical language is explained or modified to be suitable for target population.
- o Instructor uses examples.
- o Instructor moves from the familiar to the unfamiliar smoothly.
- o Instructor moves from the simple to the complex smoothly.

Evidence of Preparation:

- o Visitor books are in order.
- o Lesson plan is current.
- o All instructional materials, such as references, aids, handouts, and practical exercises (PE), are on hand and in order.

### Overall Organization:

- o Class starts and stops on time.
- o Instructor follows the lesson plan; all objectives are covered thoroughly.
- o The amount of time spent on a point is proportionate to its importance.
- o Instructional materials are used without hesitation at the appropriate times.
- o Smooth transition is made from one teaching point to another; relationship of one idea to the next is explained.
- o Teaching points are directed to objective(s); no irrelevant material is introduced.

### III. Summary and Conclusion.

#### Summary:

- o Instructor repeats the TLO and informs students of their ability to perform it.
- o Summary uses on-the-job terms.
- o Instructor uses positive language; expressions like "I hope" and "I wish" are NOT used.
- o Key points are restated.

#### Check on Learning:

- o Students have an opportunity to ask questions.
- o Instructor asks check questions covering major teaching points.
- o Questions are related to accomplishment of the objective.
- o Instructor corrects student misunderstandings.

#### Transition to Next Lesson

- o Instructor prepares students for next lesson.

Closing Statement:

- o Introductory motivation is reinforced.
- o Students are encouraged to perform the task at the acceptable level stated in the objective(s).
- o Presentation has a distinct end.
- o Instructor refrains from asking for questions.
- o Statement consists of more than "Take a break."

IV. Interaction with Students.

Student Comprehension.

- o Instructor asks for questions frequently.
- o Instructor identifies student difficulties.
- o Instructor clarifies misunderstandings.

Student Participation:

- o Instructor encourages feedback and tries to involve all students.
- o Instructor maintains control and stays on the subject.
- o Instructor repeats student responses.
- o Students volunteer answers.
- o Students are actively engaged in directed exercises.

Discussion Guidance:

- o Planned questions are evident.
- o Discussion has a specific purpose.
- o Discussion is directed toward attaining the objective(s).
- o All students are encouraged to participate.
- o Instructor remains neutral on controversial subjects.
- o Instructor summarizes.
- o Instructor maintains control of time and subject.

## Questioning Technique:

- o Questions have specific purposes.
- o Terminology is understood by students.
- o Instructor emphasizes one point at a time.
- o Each question requires a definite answer.
- o Guessing is discouraged.
- o APCE method is used when appropriate.
- o Questions involve all students.
- o Questions are asked in natural, interested, conversational tone.
- o Instructor uses nonthreatening mannerisms.
- o Incorrect responses are NOT accepted.
- o Instructor uses tact when correcting responses.
- o Instructor uses various types of questions.
- o Instructor distributes questions throughout group.
- o Instructor calls on students by name.

## Student Questions:

- o Instructor accepts student questions.
- o Instructor repeats or paraphrases questions.
- o Instructor verifies understanding of responses.
- o Instructor avoids sarcasm and ridicule.
- o Instructor acknowledges good questions.
- o Instructor does NOT fake answers.
- o Instructor follows "I don't know" responses with correct answers.
- o Instructor listens effectively.
- o Instructor remains composed and confident.

V. Training Aids.

Use of Aids:

- o Each aid is introduced at the point of need.
- o Instructor follows guidelines for effective use (reference SFDT Course Module IA-4, "Use Training Aids").
- o Preclass equipment operational checks are evident.
- o Aids are suitable for the environment.

Quality of Aids:

- o Aids are visible/audible.
- o Aids are neat and clean.
- o Aids are simple.
- o All aids relate to the objective(s).
- o Aids are up to date.
- o Aids maintain interest.

VI. Instructor Qualities.

Control of Class:

- o Instructor maintains order.
- o Instructor enforces policies.
- o Instructor responds effectively to negative behavior.

Human Relations Skills:

- o Instructor displays desire that students learn.
- o Instructor remains open-minded.
- o Instructor establishes rapport with class.
- o Instructor listens attentively and responsively.
- o Instructor refrains from intimidating students.
- o Instructor offers justified praise.



- o Instructor avoids sarcasm.
- o Instructor maintains sense of humor.

Confidence:

- o Instructor appears relaxed, composed, and sure of self.
- o Instructor is not visibly nervous.
- o Distractions have a minimum outward effect.
- o Instructor uses strong, projecting voice.

Enthusiasm:

- o Instructor uses salesmanship.
- o Instructor uses a variety of teaching techniques.
- o Instructor uses a variety of teaching materials.
- o Instructor displays overt interest in the subject.
- o Instructor displays energy.
- o Instructor appears to enjoy teaching.
- o Instructor displays both body and voice vitality.

VII. Voice and Speech Techniques.

Vocal Characteristics:

- o Pitch and inflection vary to show emotion or emphasis.
- o Voice is not nasal.
- o There is no stridency, shrillness, or screeching.

Volume:

- o Instructor varies volume to gain attention, to emphasize points, and to display emotion.
- o Voice is neither too loud nor too soft.
- o Voice projects for all to hear; it is easily heard in all parts of the classroom.
- o Voice adjusts to environment.

Rate of Delivery:

- o Rate varies.
- o Instructor speaks fast enough to be interesting.
- o Instructor speaks slowly enough to be understood.
- o Instructor avoids slow, ponderous speech; fast, "machine-gun" delivery; and choppy, hesitant speech.
- o Pauses are effective: NOT too frequent or too long.

Pronunciation and Enunciation:

- o Words are sounded completely.
- o Accents are correct.
- o Any regional accent can be understood.
- o Instructor avoids mumbling.

Fluency:

- o Instructor avoids use of fillers.
- o Delivery is smooth.
- o Instructor articulates (easily puts thoughts into words).

Grammar:

- o Instructor avoids errors in English usage.

VIII. Nonverbal Communications:

Eye Contact:

- o Instructor looks directly at students.
- o Instructor distributes visual contact over the entire classroom.
- o Instructor avoids prolonged eye contact with one student or only a few students during the presentation.
- o Instructor maintains eye contact when asking or answering questions.
- o Instructor observes all students.

## IX. Appearance.

## Bearing and Posture:

- o Instructor wears uniform as prescribed by AR 670-1.
- o Clothes are neat and clean.
- o Instructor presents a well-groomed appearance.
- o Instructor appears to comply with Army weight standards.
- o Body is positioned with chest up, stomach in, and weight evenly distributed on both feet.
- o Instructor appears to be in command of self and the situation.

## Facial Expression:

- o Expressions communicate to class the feeling of "I'm glad you're here."
- o Instructor smiles at the beginning, frequently during the body, and at the conclusion.
- o Instructor gives the impression of enjoying the class.
- o Instructor projects a pleasant, confident demeanor.

## Gestures and Movement:

- o Movements have a purpose.
- o Gestures are used to emphasize points.
- o Arm and hand movements are between shoulder and waist except for special emphasis.
- o Instructor avoids such physical distractions as--
  - Fidgeting with items like pencils, jewelry, pointer.
  - Swaying back and forth on the heels.
  - Pacing the floor.
  - Playing with hair.
  - Chewing gum.
  - Pointing finger at students.



APPENDIX B

FORMAT FOR REQUEST FOR DEVELOPER IDENTIFIER

(OFFICE SYMBOL) (MARKS NUMBER)

MEMORANDUM FOR DIRECTOR, TRAINING AND SUPPORT, U.S. ARMY SOLDIER  
SUPPORT INSTITUTE, ATTN: ATSG-TSI-F, (Bldg 10000)  
FORT JACKSON, SC 29207-7035

SUBJECT: Request for Developer Identifier

1. Request a developer identifier (2 or 5K) for (Rank, Name, SSN).
2. (Rank, Name) graduated from the Staff and Faculty Development Training Course on (Date).
3. (Provide a brief narrative description of the person's duties. Include a list of products the person has developed.)
4. (Rank, Name) devotes (provide a percentage; must be over 50%) of his/her time developing materials.

SUPERVISOR'S SIGNATURE BLOCK



## APPENDIX C

## NOMINATION FORMAT

(OFFICE SYMBOL) (MARKS NUMBER)

MEMORANDUM FOR DIRECTOR, TRAINING AND SUPPORT, U.S. ARMY SOLDIER  
SUPPORT INSTITUTE, ATSG-TSI-F, (Bldg 10000), FORT  
JACKSON, SC 29207-7035

SUBJECT: Nominee for U.S. Army Soldier Support Institute (NCO or  
Officer) Instructor of the Quarter

1. (Rank, Name, SSN) is our nominee for the USASSI (NCO, Officer, or  
Civilian) Instructor of the Quarter.
2. He/She will teach the following classes during the month  
of \_\_\_\_\_. (Include title, class number, date, time, building, and  
room number.)
3. (Provide a brief narrative listing the nominee's qualifications.  
Address all the eligibility criteria listed in Chapters 4 or 5. See  
example below.)
  - a. Nominee completed SFDTC on (Date).
  - b. Nominee was assigned as an instructor on (Date).
  - c. Nominee was awarded ASI/SQI of (5K, H, 8) on (Date). (If  
applicable.)
  - d. Nominee passed his/her most recent APFT on (Date). (if  
applicable.)
  - e. Nominee is not pending any disciplinary action.
  - g. Nominee meets the provisions of AR 600-9. (If applicable.)

School/Academy Commandant or  
Department Director  
Signature Block






The proponent of this regulation is the Directorate of Training Support. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTS, ATTN: ATSG-TSI.

FOR THE COMMANDER:

OFFICIAL:

  
PATRICK J. WIRT  
CW4, USA  
Adjutant

D. C. BARNEY  
Director, Training Support

DISTRIBUTION:

A plus  
50 - Publications Stockroom  
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